

Recreational Trails Program



FY 2012 Grant Application

**Montana Fish, Wildlife & Parks
Recreational Trails Program
Parks Division
1420 East Sixth Avenue
P.O. Box 200701
Helena, MT 59620**

Name of Sponsor

Name of Project

Application Format and Deadlines

Binder. The application must be in a three-ring binder. Place the name of your organization and the name of your project on the outside cover and spine of the binder.

Index. The application must be divided with index tabs as follows:

1. Project Application Summary Sheet
2. Checklist
3. General Information
4. Project Description
5. Project Map
6. Environmental Assessment (MEPA/NEPA Checklist)
7. Project Cost Information
8. Noxious Weed Plan
9. Wildlife and Fisheries Review Forms
10. Public Information or Meeting Minutes
11. Letters of Support

Paper Size. Use only 8 ½" X 11" paper stock. If submitting a map in a larger format, provide 2 copies of each such map with your application.

Two Sided. Applicants cannot submit applications with print on two sides. Do not include two-sided copies.

No Staples. There should be no staples in your application.

Number of Copies. In an effort to reduce waste and paper, only two copies of the application each in the prescribed format must be submitted to:

Montana Fish, Wildlife & Parks
Recreational Trails Program
Parks Division
1420 6th Avenue
P.O. Box 200701
Helena, MT 59620

Key Dates. The following dates should be used as guidelines in the preparation of an RTP grant application.

May 15, 2011 Project description & maps should be submitted to wildlife & fisheries biologists with Wildlife & Fisheries Review Forms.

Application Date. This date is an absolute deadline and is not negotiable.

July 1, 2010 Completed applications must be mailed to FWP. Postmarks after the July 1 deadline will not be accepted. No supplementary materials will be accepted after the July 1 deadline.

Note: Any applicant with an RTP grant contract signed prior to 2009, which has not yet been completed, is not eligible to apply for a FY 2012 grant.



Parks Recreation Bureau

The Parks Recreation Bureau administers five different outdoor recreation grant programs, including the Land & Water Conservation Fund, the Motor Boat Facility Program, Off Highway Vehicle Program, Recreation Trails Program, and Snowmobile Program. The Bureau also serves as consultant to FWP and other state and federal agencies regarding outdoor recreation issues. The Bureau produces a number of important statewide reports, including the Statewide Comprehensive Outdoor Recreation Plan, and the Montana State Trails Plan.

Technical assistance: Grant sponsors needing assistance with any aspect of a grant application should not hesitate to contact us for help. We are here to answer your questions and to give you advice on how to make your grant application more competitive.

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Trails Grant Coordinator

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Non-Motorized Trails Specialist

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FY 2012 Recreational Trails Program Summary Page

Fill in this summary page completely. Your answers and explanations should be brief.

1. Project Sponsor _____
Name of Agency, Organization, Club
2. Project Name _____
Trail Name, Trail Number, or Project Title
3. Project Type _____
Diversified, Non Motorized, Motorized
4. Land Ownership _____
Private, Municipal, County, State, US Forest Service, BLM, etc.
5. Concise Project Description _____
Examples: Trail renovation or construction, weed control, etc.
6. Grant Amount Requested _____
See Guidelines, Application Limitations, for standard (\$20,001 -- \$45,000), smaller (\$1,000 -- \$20,000) project grants and at least one (\$90,000 grant).
7. Sponsor Contribution _____
Sum of sponsor funds and in-kind contributions: See Table, Part B.
8. Total Project Cost _____

Checklist

This checklist is to aid you in completing your RTP application. FWP will compare this checklist to your application to be sure you have included all of the necessary documentation and have provided two (2) copies of the completed application. Please check the appropriate items below as you complete preparation of your application and include this checklist with your application.

- _____ Completed and signed application form
- _____ Sponsor contact person's name, telephone number and address are included and legible
- _____ If project is on land not owned by the sponsor (private or public), include letters of support from the landowner and copies of 25-year leases or easements or letters authorizing access for the project (this includes all State Highway Right-of-Ways). RTP grant recipients are required to follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Implementation regulations are found in 49 CFR Part 24 <http://www.fhwa.dot.gov/legregs/directives/fapg/cfr4924a.htm>.
- _____ Letters of support from trail user groups/individuals
- _____ MEPA NEPA Checklist compliance:
 - _____ Checklist must be dated within 2 years of application deadline
 - _____ Alternatives considered and analyzed (3 minimum, more preferred)
 - _____ Discussion of why a particular alternative was selected
- _____ If a private organization, copy of minutes of meeting approving application
- _____ Wildlife Review Form signed and dated within 2 years of application deadline
- _____ Fisheries Review Form signed and dated within 2 years of application deadline
- _____ Map showing project area (a USGS 1:24,000 scale map at a minimum)
- _____ Noxious weed plan, if required (valid for 2 consecutive years, if identical projects)
- _____ Provide two (2) completed copies of the application formatted as per directions
- _____ Name of organization and project appears on outside cover and spine of binder

Part A. General Information

1. Classification of Project Applicant (Check one)

Government	Organization
<input type="checkbox"/> Federal	<input type="checkbox"/> Partnership
<input type="checkbox"/> State	<input type="checkbox"/> Incorporated Organization
<input type="checkbox"/> Municipality	<input type="checkbox"/> Other (Explain)
<input type="checkbox"/> County	
<input type="checkbox"/> Reservation	

2.

Name of Applicant (Agency, organization)

3.

Address

4.

Applicant Contact Person

Home Telephone Work Telephone FAX E-mail

5. Classification of Land (Check one)

☐ Public Land ☐ Private Land ☐ Combination Public & Private

6. Project Location.

County

Township, Range, Section, 1/4 Section

City, Town

National Forest

BLM Unit

7. Type of Project (Check all that apply).

- ☐ Maintenance/Grooming of trails
- ☐ Restoration of areas damaged by use
- ☐ Development of trail side and trail head facilities
- ☐ Acquisition (must be from willing seller)
- ☐ New trail construction
- ☐ Safety Education/Interpretation

8. Project Description. Describe the scope of work and what you intend to accomplish with this project. Limit your response to no more than 1,000 words. Additional information should include provisions for disabled access, user abilities served and range of abilities served, provisions for cultural and natural resource interpretation, provisions for safety information and education and unique attributes or features of this project that could serve as examples to other projects. Include maps (area and project specific maps, with a USGS 1:24,000 quad map (or more, if necessary to show entire project area). Identify on project specific map locations of structures, access points, trailheads and trailside facilities.

9. Intended Use (Check one).

- ☐ 1) Non-motorized single use (such as hike or horseback only)
- ☐ 2) Non-motorized diversified use (more than one non-motorized use)
- ☐ 3) Diversified Use for both motorized and non-motorized
- ☐ 4) Motorized single use (such as snowmobile or ATV only)
- ☐ 5) Motorized diversified use (more than one motorized use)

10. Trail use types that will benefit from this project

- | | |
|---|---|
| <input type="checkbox"/> Bicycle | <input type="checkbox"/> Hiking/Jogging |
| <input type="checkbox"/> Trail Motorcycle | <input type="checkbox"/> Snowmobile |
| <input type="checkbox"/> Equestrian | <input type="checkbox"/> Cross Country Skiing |
| <input type="checkbox"/> All-Terrain Vehicle | <input type="checkbox"/> Four Wheel Vehicles (trucks) |
| <input type="checkbox"/> Water Trail Activity | <input type="checkbox"/> Other (Canoe, Boat Trails) |

Provide letters of support from user groups or organizations that support and plan to use the trail.

11. Does this project provide connections within the community (such as links to schools, businesses, recreation or senior centers, etc.), or connect rural areas to backcountry recreational opportunities? Consider the degree to which the project provides linkages between existing trails, trail systems, greenways, scenic byways or other natural, cultural, historical and recreation areas.

☐ Yes ☐ No

If yes, please briefly describe connectivity.

12. Project Time Schedule. Provide a timeline displaying project initiation and completion; project plans and timelines can depict phase project and future plans beyond 2012 grant cycle. *Please note: projects should be completed in a two-year time frame.* Delineate the current project status and detail major activities that must still be accomplished. At a minimum, please reference land acquisition requirements, status of detail design and relevant permits and approvals that have been obtained for this project.
13. Public and volunteer assistance. Provide information about the level of public and volunteer assistance or non-traditional labor involved in project including public funding, private funds, fund donations, in-kind service, donated materials and labor. Volunteer labor used as part of the applicant's 20% (sponsor's funds, in-kind contributions and volunteer hours) may be billed at \$15/hour.
14. Describe partnerships that have been or will be created to implement this project.
15. Will this project construct, maintain, rehabilitate facilities or provide benefits to person's with disabilities, senior citizens, or other challenged groups? If so, explain.
16. Who will operate and maintain this project when completed?
17. Does this project include or is it a part of a trail that provides cultural or natural resource interpretation, ethics, safety education or other information of benefit to trail users? If so, describe.
18. Will this project widen an existing trail? If so, describe the extent and locations of widening and the rationale for it. (This information should be provided by the land managing agency)
19. What impact will this project have on the current types of trail users? Are certain types of users likely to be adversely impacted or displaced by this project? (This should be completed by land managing agency).
20. Resource Protection and Enhancement. Please describe whether or not your project would protect and enhance natural resources, or consider avoidance of problem areas, or mitigation of unavoidable damage to the resources. Such activities might include rail-trail conversions, utility right-of-ways for trails, soil erosion control, and re-routes to avoid wet areas, highly erosive soils, or critical wildlife habitat.
21. Is any part of this trail currently under litigation in a court of law?

Part B. Project Cost Information

Category	Grant Request	Grooming Hours*	Sponsor Funds	Value of In-Kind Contributions	Total Project Costs
Design and Engineering					
Labor					
Equipment Rental					
Construction Contracts					
Materials					
Purchase/Lease of Maintenance Equipment					
Grooming Operations*					
Operation of Maintenance Equipment					
Miscellaneous Purchases and Services					
Land Acquisition					
Total Project Costs					

Important! Identify amounts and sources of sponsor funds and in-kind contribution, including the value of volunteer labor.

Be specific! For labor, list the number of employees, salaries, # of hours and the weeks/months of year this grant will finance. For materials, list the quantities of materials and cost thereof. For rent or purchase/lease of equipment, list the items of equipment and cost per item.

*Snowmobile/Cross Country Trail Grooming Operations Hourly Rates

Utility Sled Used for Trail Grooming: \$20.00 per hour (does not include grooming labor)

All Other Large Groomers: \$60.00 per hour (does not include grooming labor)

Part C. Environmental Overview

The Montana Environmental Policy Act (MEPA) and National Environmental Policy Act (NEPA) must be satisfied by the sponsor and land management agency involved in the project whether that project is on federal, state, county, city or private land. The official Montana Fish, Wildlife & Parks MEPA NEPA Checklist is the required format for satisfying MEPA and NEPA for the Recreational Trails Program. The following types of projects are exempted from completion of the FWP MEPA NEPA Checklist: ethics or safety education brochures, and portable exhibits and displays.

Note: Dated MEPA NEPA Checklists and biological review forms are good for two years. If the proposed project is exactly the same as last year's (no variations), the MEPA NEPA Checklist and biological review forms from last year may be used with this application.

Part D. Noxious Weed Plan

Please attach a noxious weed plan. Refer to grant application guidelines for details. No weed plan is needed for ethics or safety education brochures, and portable exhibits and displays.

Part E. Wildlife And Fisheries Review

Provide a copy of the Wildlife and Fisheries Review Form signed by federal or state wildlife and fisheries biologists or professional consulting biologists. Have your project description, maps, and other information with you at your meeting with the biologists. We strongly encourage grant applicants to have materials submitted to biologists by May 15, 2010. The reviewing biologist must date and sign the pertinent review form within 2 years of the project application deadline. Review forms with dates older than two years are not considered valid for the purposes of this grants program. Only the following types of projects are exempted from completion of these review forms: ethics or safety education brochures and portable exhibits and displays.

Part F. Public Comment

Sponsors should pay special attention to the public comment requirements since they have changed for the 2012 grant cycle. Please note that grant applicants are no longer required to post a legal notice initiating a 30-day public comment period to apply for an RTP grant. Public involvement required by the Montana Environmental Policy Act will be satisfied by Montana Fish, Wildlife & Parks. FWP will initiate a programmatic public involvement process after all grant applications are reviewed and tentatively approved.

Signatures

Typed Name and Title of Authorized Official

Signature of Authorized Official

Date